

Class Code 3511/Exempt EEO Category 4
Position Title Division Chief - 40
Working Area EMS/Fire/Rescue
Effective Date October 1, 2002



JOB DESCRIPTION

Scope

Administrative work in the preparation of the Division budget and oversight for the day to day finances and accounting of the Division. Liaison for the transitional merger of the Altamonte Springs Fire Department. Position may be reassigned to meet the operational needs of the Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Use sound financial and accounting practices. Know the budgetary process and budget preparation. Maintain financial records and develop financial reports. Liaison to the Altamonte Springs City Administration. Develop reports and queries which provide data or answers to the Altamonte Springs City Administration. Respond to fire, rescue, and medical alarms, support activities at the scene of structure fires, major EMS/fire/rescue related emergencies, and disaster situations. Serve as part of the command or general staff within the incident management system in disaster situations or other emergencies.

Minimum Qualifications

Knowledge and Skills

Principles and practices of rescue, emergency medical services, and firefighting techniques. Geography of Seminole County including principal and potential fire hazards. Public Safety Departmental rules and regulations.

Education

Bachelors Degree in Business or Public Administration, and ten (10) years experience in fire suppression, fire prevention, rescue operation, three (3) years of which must have been in a responsible supervisory capacity comparable to the rank of Battalion Chief. Completion of the Executive Fire Officers Program at the National Fire Academy is preferred. Extensive previous experience in the Fire Service may be substituted for the formal education requirements. Must meet all Florida State Firefighter Standards Council Rules and Regulations for firefighters and company officers. Must possess and maintain certification as an Emergency Medical Technician I. Must possess and maintain a valid Florida Class "D" Driver's License with an "E" endorsement.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

New hires must have abstained from use of tobacco products for twelve months prior to application with Seminole County (Florida Statute Section 633.34). Must be in excellent health and maintain good physical condition.

Working Conditions

Incumbents in this classification perform a combination of administrative and field duties including being exposed to hazards resulting from fire, electrical problems, extreme weather, toxic chemicals, and hazards associated with rescue operations.

Incumbents in this classification are required to wear protective clothing and observe strict safety precautions and procedures.